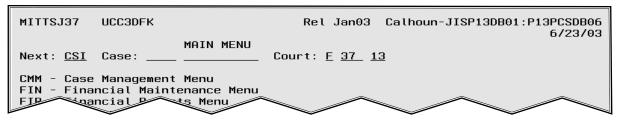
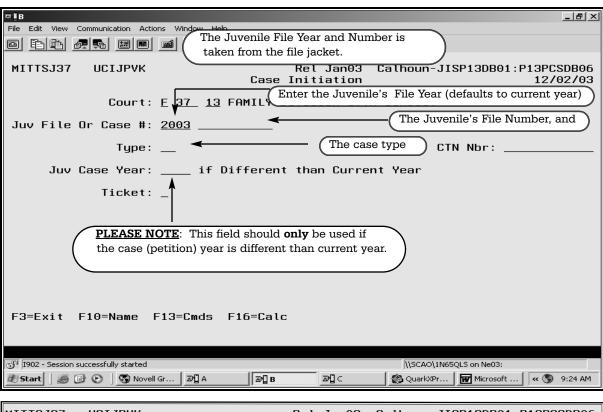
CASE INITIATION NEGLECT/ABUSE PROCEEDINGS

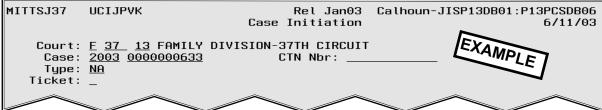
From any screen, type CSI (Case Initiation) at the Next line and press <ENTER>.



The Case Initiation screen will be returned

Case Initiation Screen

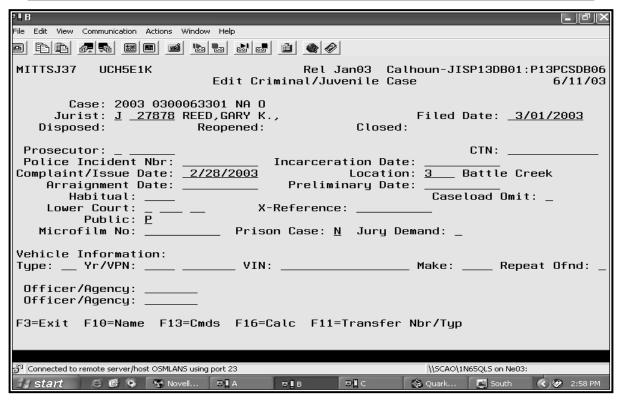




Once you have entered the file year, number and case type, press **<ENTER>**.

The Edit Criminal/Juvenile Case screen will be returned for processing

Field Definitions for Edit Criminal/Juvenile Case Screen



Jurist Judge assigned the case.

Filed Date Date the court received the petition (defaults to today's date). Prosecutor P-number of the prosecutor assigned to handle the petition. <F4>

prompt for options.

Incarceration Date

Date the individual was incarcerated (usually for district/circuit courts).

Complaint Date

Date of the complaint.

Location

Place where the offense occurred. <F4> prompt for options.

Arraignment Date

Date the arraignment took place (usually for district/circuit courts,

unless it is a DJ case).

Preliminary Date

Date the preliminary exam (adult cases) or preliminary hearing

(juvenile cases) took place.

Determined by prosecutor to enhance sentencing.

Caseload Omit Lower Court

Habitual

Omits the case from being counted on quarterly caseload reports.

Identifies the lower court that initially handled the case (usually district

court in adult cases).

X-Reference

Field can be used for a ticket number, FIA case number, or any other

number that may assist in cross referencing the petition.

Public

Field to determine if case may be viewed by public or personnel not having authority to Non-Public cases. System defaults to "P". and valid options are P (PUBLIC), S (SUPPRESSED) E (EXPUNGED).

Microfilm No. Microfilm number.

Prison Case

Field is used only if the case was initiated as the result of a crime

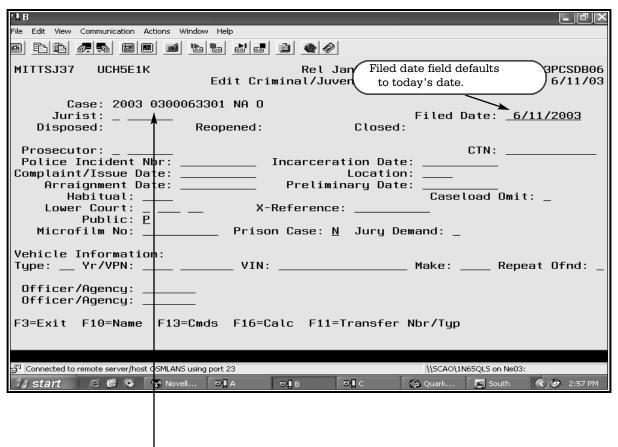
committed in prison.

Vehicle Info.
Officer/Agency

Include this information if the petition involves a paper plate offense. The officer and/or police agency that filed the complaint. <F4>prompt for

options.

Data Entry for Edit Criminal/Juvenile Case



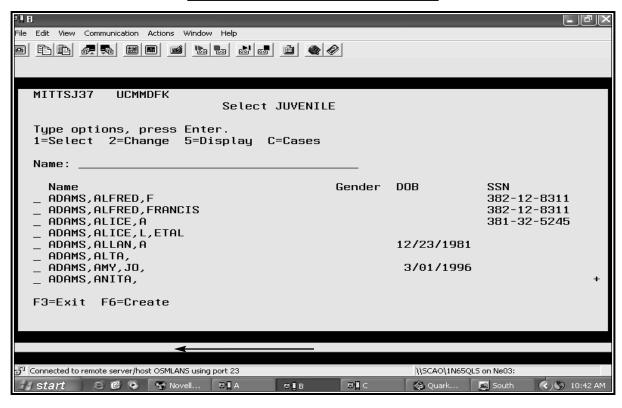
Please note: The case (petition) number has been automatically created based on the juvenile's file number.

Continue filling in all pertinent fields such as jurist, case filed date (required field), police incident number, etc.

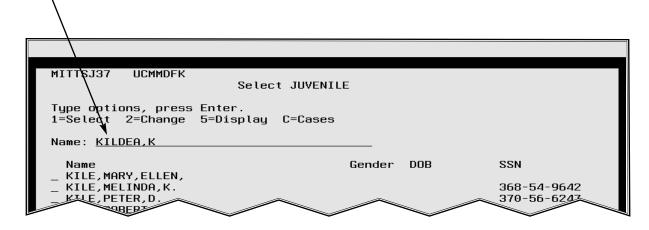
If you are unsure of what to enter in a certain field, you may prompt by doing an $<\mathbf{F4}>$.

When you have completed the entry of the case (petition) information, press **<ENTER>** and the **Select Juvenile** screen will be returned.

Select JUVENILE Screen

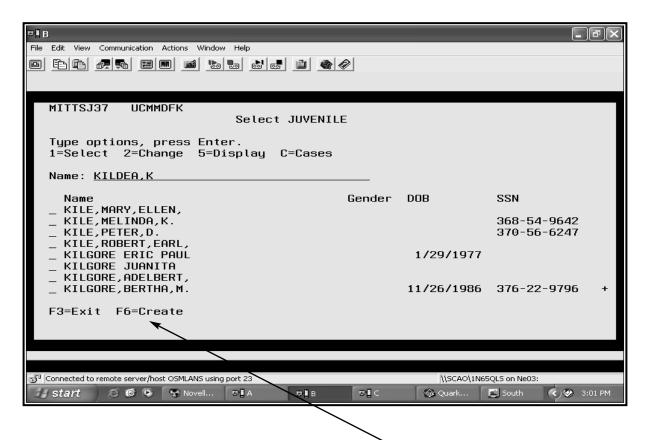


Check to make sure that the name is not currently on the name index by entering LASTNAME, FIRSTINITIAL and pressing **<ENTER>**.



The name is not on the name index.

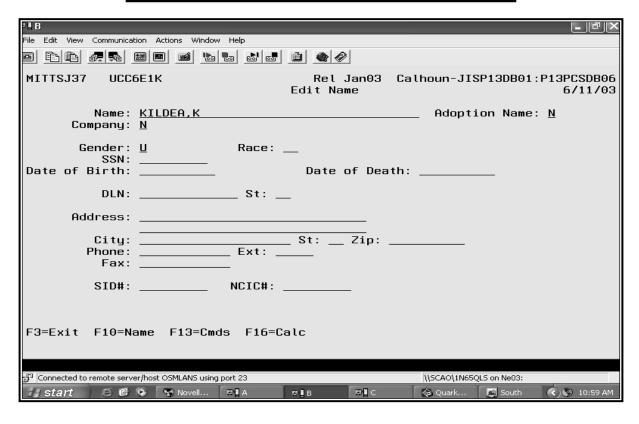
Select JUVENILE Screen, continued



Since the name is not on the name index, do an <F6> to create.

The **Edit Name** will be returned.

Field Definitions for Edit Name Screen



Name Name of the person you are entering, LASTNAME, FIRSTNAME,

MIDDLENAME.

Adoption Name Applies to adoption cases only.

Company Mark "Y" if this is a company and do not put commas for the name,

i.e. SMITH INSURANCE COMPANY.

Gender of the person. <F4>prompt for options.

Race The race of the person, if known. <F4> prompt for options.

SSN Social Security Number for the individual.

Date of Birth Enter MMDDCCYY date format. Do not use commas or slashes.

Date of Death Enter MMDDCCYY date format. Do not use commas or slashes.

DLN Drivers License Number.

Address Mailing address.
City City of residence.
State State of residence.

Zip Postal code for this address.

Phone Area code and number. Do not use commas or slashes.

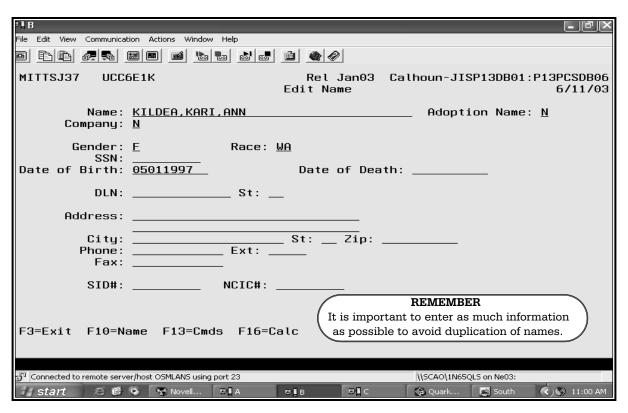
Ext Extension, if applicable.

Fax Area code and number. Do not use commas or slashes. SID State identification number assigned for fingerprints.

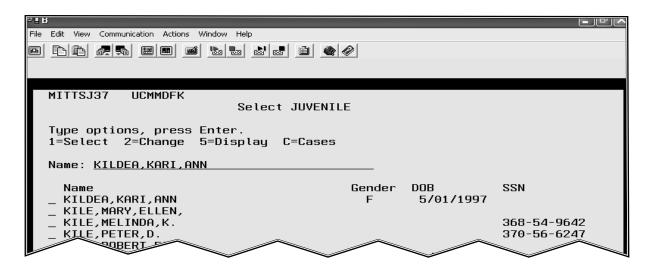
NCIC Federal identification number.

Data Entry for Edit Name

Enter all known information and press <ENTER>

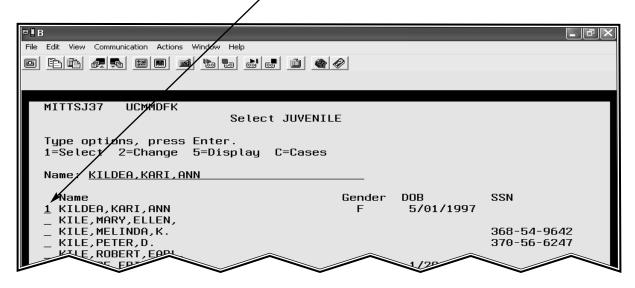


The **Select JUVENILE** screen will again be displayed.



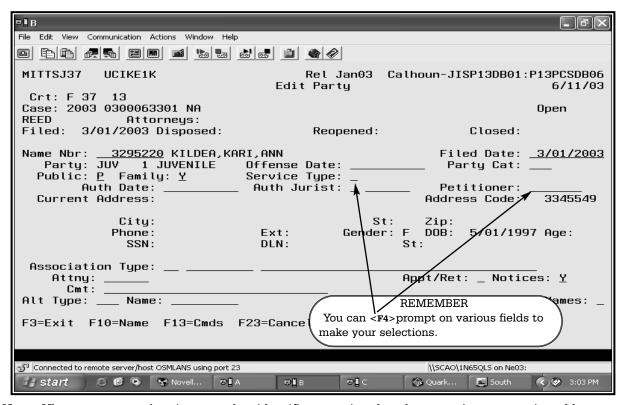
Data Entry for Edit Name

Select the child by placing a "1" next to her name.



Press **<ENTER>** and the **Edit Party** screen will be returned.

Field Definitions for Edit Party Screen



Name Nbr A unique number identifier associated to that party's name assigned by

the system. $\langle F4 \rangle$ prompt on this field will allow you to select or create a

name.

Filed Date Date this party is being added to this case.

Party Type of party (i.e. Juvenile (JUV), Natural Father, NF, etc.) and the

number of that party (i.e. the first juvenile added=1, the second juvenile added=2). <F4> to allow the system to assigned the

appropriate number

Offense Date Date the offense was committed.

Party Cat Not a valid field for DL, DJ, NA, TL or PJ case types.

Public Field to determine if the party may be viewed by the public or

personnel not having authority to Non-Public cases. <F4>

prompt for options.

Family "Y" at this field will include this party at the minor's family file. This

allows the user to enter a name only one time. The system will add the name to all subsequent petitions that are filed for the juvenile.

Service Type Court designated, formal, informal, permanent, or prosecutor

designated are valid options. <F4> prompt for options.

Authorization Date The date the petition was authorized by the Judge or Referee.

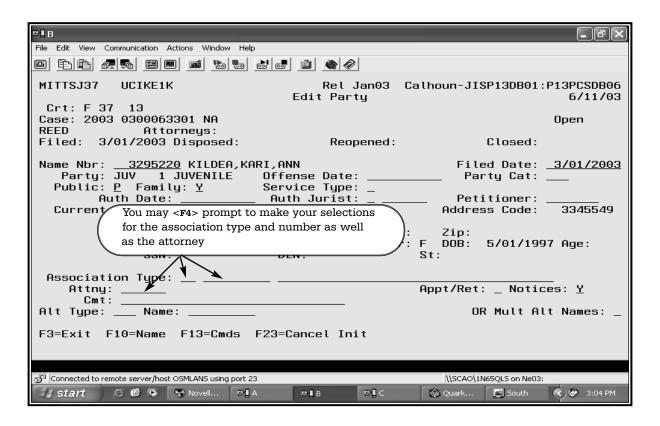
Authorizing Jurist The Judge or Referee number who authorized the petition. <F4>prompt

for options.

Petitioner The agency, officer or individual who signed the petition requesting

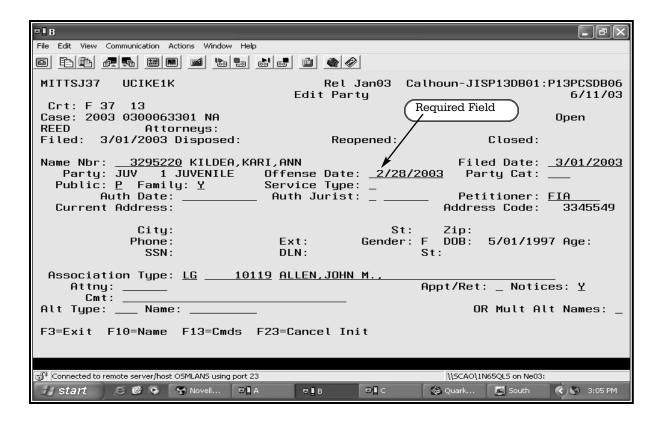
the Court to take jurisdiction. <F4>prompt for options

Field Definitions for Edit Party, continued



Valid options are Guardian ad Litem (GA), Lawyer Guardian Ad litem (LG), Association Type Surety (SU), Other (OT), Parents (PA), Conservator (CO). <F4> prompt for options. Association Number <F4> prompt to select the associated name. If name is not on the Select Name do an <F6>to create. Attorney Enter the attorney's bar number. <F4>prompt for options. Appt/Ret A if the attorney is court appointed, R if the attorney is retained. Notices "Y" if this person is to receive notices on this case, "N" if this name has been entered for informational purposes, and no notices are required. Comment Enter any comments regarding this party. Alternate Type The alternate name type, i.e. also known as (aka), doing business as (dba), etc. <F4>prompt for options. Name The name number of the party's alternate name. <F4>prompt to select the alternate name. If name is not on The Select Alternate Name screen, do an <F6>to create. OR Mult Alt Names "Y" on this field will allow you to add numerous multiple names for this person.

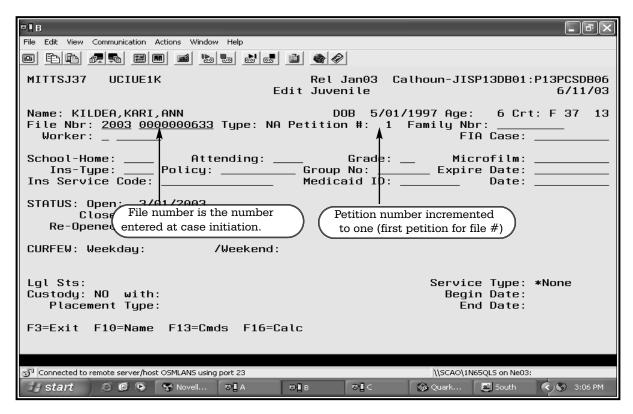
Data Entry for Edit Party



Enter specific information regarding the petition, i.e. offense date (required field), service type, authorization date and jurist, as well as the petitioner. You may **<F4>** prompt on various fields to make your selections.

After you have entered all of the information regarding this party, press **<ENTER>** and the **Edit Juvenile** screen will be returned.

Field Definitions for Edit Juvenile Screen



File Number Number assigned to the juvenile for that case type. This number

is displayed on the tab of the file jacket.

Type Juvenile's case type entered at case initiation. Petition # Increment number for that case (petition)

Family Number Unique number that links the family members to this file. This is a

required field. You may <F4>to create and/or select, or if you know

the family number, you may enter it.

Worker Type and number of the caseworker assigned to the file. <F4> prompt

for options.

FIA Case Family Independence Agency case number, if any.

School Name School that the juvenile should attend, when placed at home. Attending School that the juvenile is attending, based on placement.

Grade Current grade of the minor.

Lgl Sts

Insurance Info Type of insurance, policy number, group number and expiration date

of the minor's primary medical insurance coverage.

STATUS: Open The date the juvenile's file was opened.

Closed The date the juvenile's file was closed

Reopen The date the juvenile's file was reopened CURFEW Weekday Curfew time for the juvenile during the week

Weekend Curfew time for the juvenile on weekends
Supervision level of the juvenile/minor

Custody with In court ordered placement and who placed with

Service type

Level of service for the juvenile by the court

Placement type

Type of place (e.g. with parent, out of home)

Begin & End Date Date the placement began and ended

These fields are for informa-

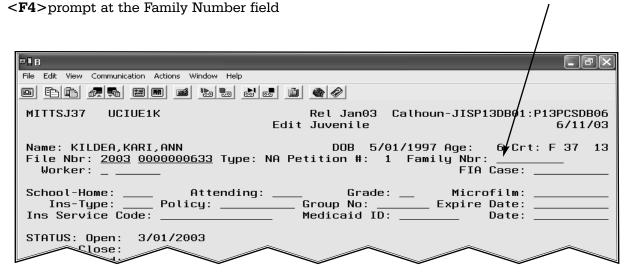
tional purposes only. Any

changes must come from

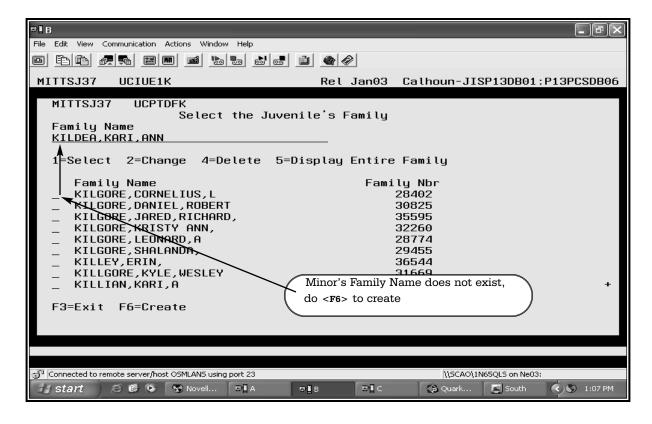
the Edit Event screen.

Data Entry for Edit Juvenile & Family Number

Each child must be associated with a family number. This eliminates the need for rekeying of party information and it links a family together to allow you to create events with multiple cases/petitions. To create and/or select the family number, do an

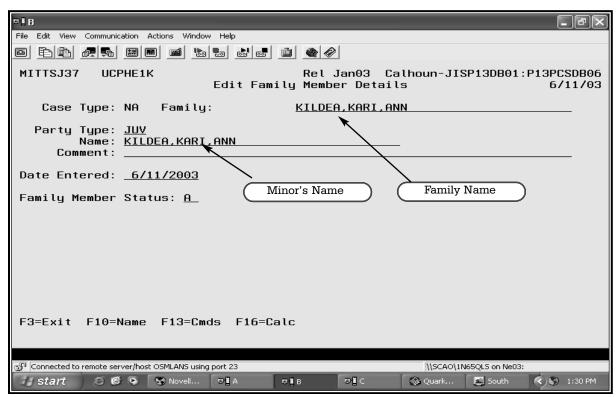


Once you prompt, the **Select the Juvenile's Family** screen will be displayed.

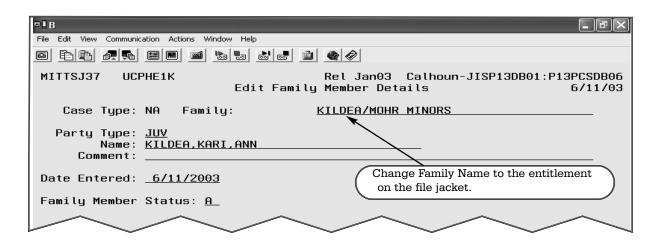


Data Entry for Edit Juvenile & Family Number, continued

<**F6>** to create will display the **Edit Family Member Details** screen

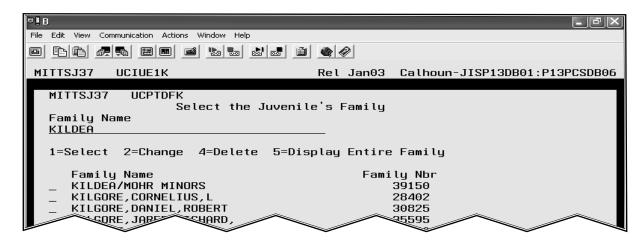


If the family name is acceptable as displayed, press **<ENTER>** or you may make modifications to the family name and then press **<ENTER>**.

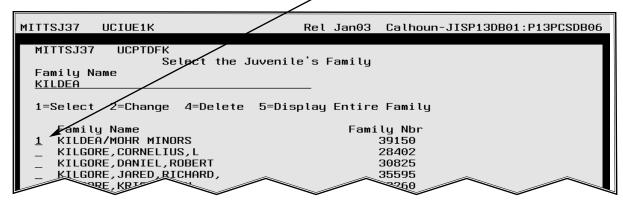


The **Select the Juvenile's Family** screen will again be displayed.

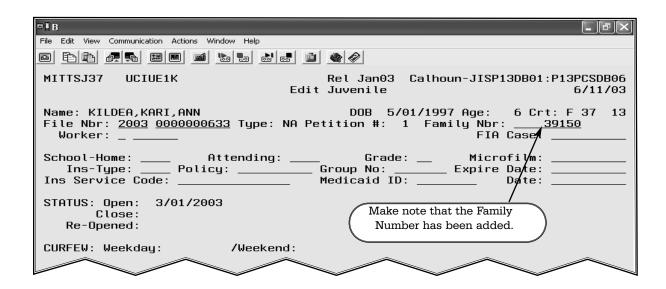
Data Entry for Edit Juvenile & Family Number, continued

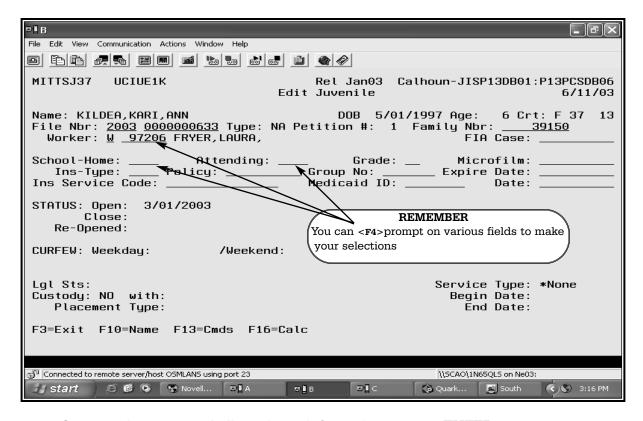


Select the minor's family by placing a "1" next to the name



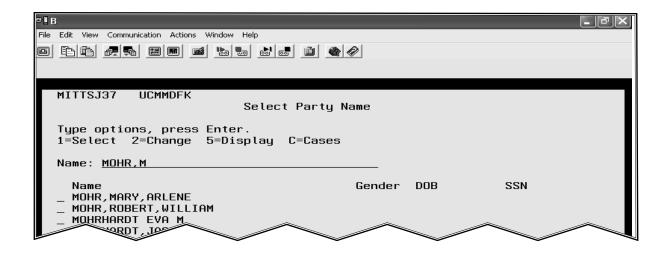
Once you have selected the family name, press **<ENTER>** again and you will be returned to the **Edit Juvenile** screen.





Once you have entered all pertinent information, press **<ENTER>**.

The **Select Party Name** screen will once again be returned. Type the name of the next minor on the case/petition. If the name is already added to the system, do a "1" to select and press enter. If the name is not on the system, do an <**F6**> to create.

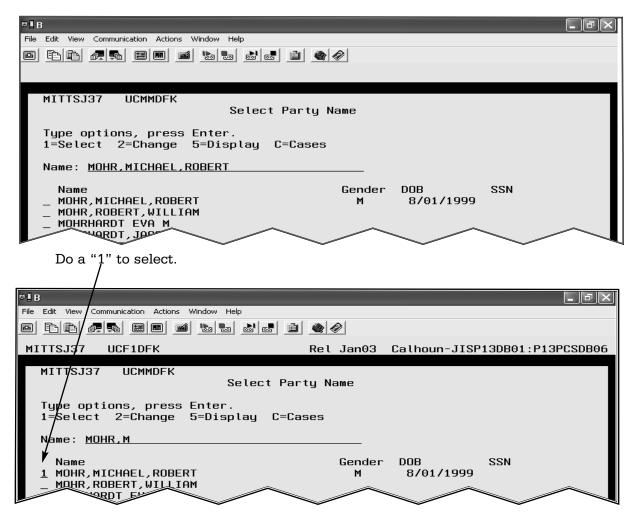


Select Party Name, continued

Enter the known information for the second minor on the case/petition.

MITTSJ37 UCC	6E1K	Rel Jan03 Edit Name	Calhoun-JISP13DB01:P13PCSDB00 6/11/0	_
Name: Company:	MOHR, MICHAEL, ROBERT N	Γ	Adoption Name: <u>N</u>	
Gender: SSN: Date of Birth:		_	ath:	
DLN:	St: _	_		
Address:				
City:		St:		

Once you have entered the information regarding the second minor, press **<ENTER>** and the **Select Party Name** screen will again be returned.

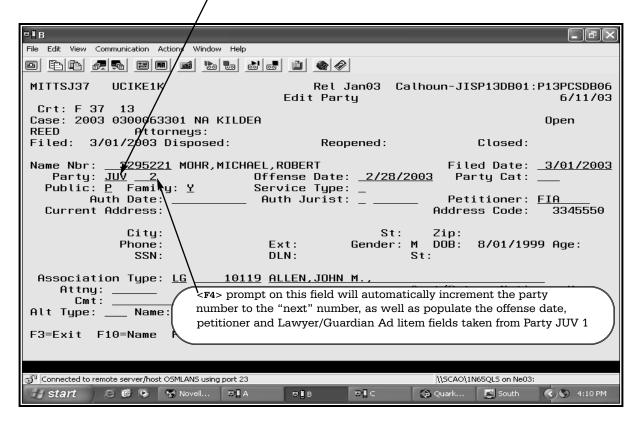


Press **<ENTER>**. The **Edit Party** screen will be displayed.

Data Entry for Edit Party Screen ~ Additional Minor Children

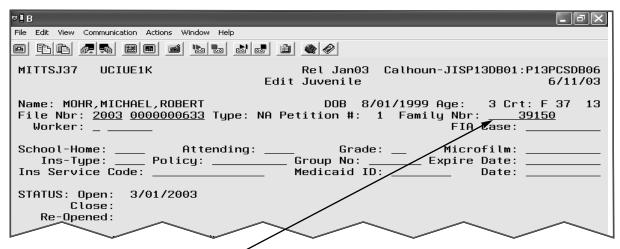


Enter the party type of JUV for the second minor child on this petition.

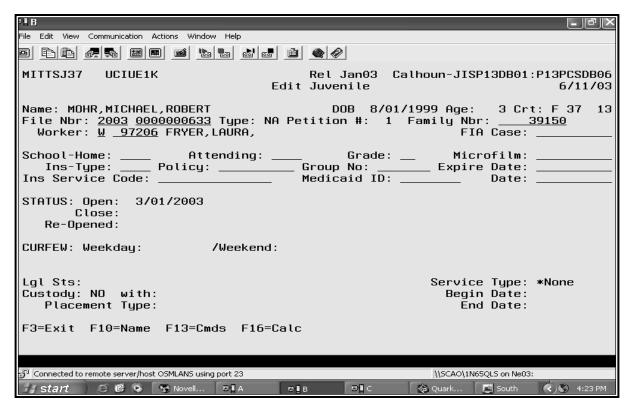


If all information is correct, press the **ENTER**> key and the **Edit Juvenile** screen will be returned for the second minor child on this case/petition.

Edit Juvenile Screen Additional Minor Children

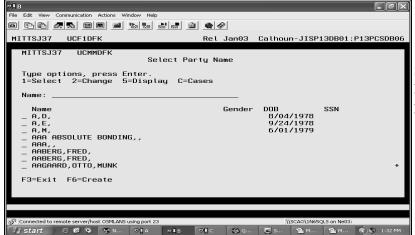


PLEASE NOTE: The family number for this minor has been linked to the same family as the first minor entered for this file.



Continue entering information regarding this child. When completed, press the **<ENTER>** key. The **Select Party Name** screen will again be returned. If there are additional minor children associated with this petition, continue to enter them using the above data entry methods. If all of the children have been added for this petition, begin creating additional parties as follows.

NAME DOES NOT EXIST

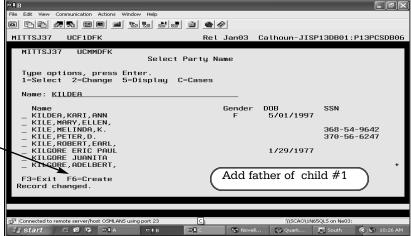


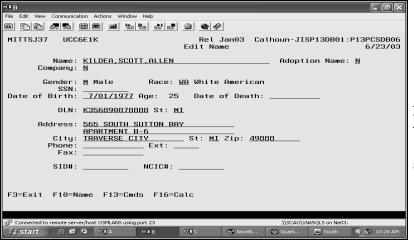
Step #1

Search for name by entering LASTNAME/FIRSTINITIAL and press **<ENTER>**.

Step #2

Name is not on the name index then <F6> to create name. Edit Name screen will be returned.

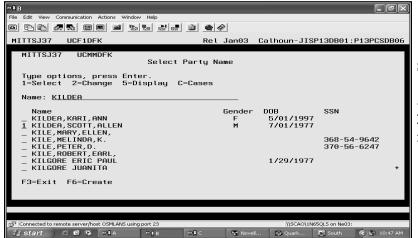




Step #3

Enter all known information for this person, then press <ENTER>. The Select Party screen will be returned

continued ----



Step #4

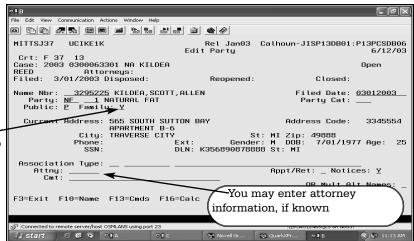
Select the name by placing a "1" next to the party's name and press **<ENTER>**. The **EDIT PARTY** screen will be returned

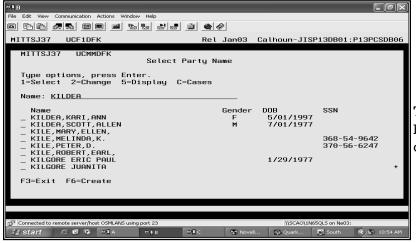
Step #5

Make any necessary modifications to the screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

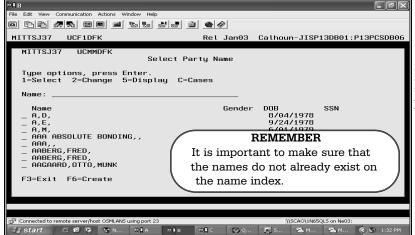
Press **<ENTER>**. The Select Party screen will be returned.





Step #6

This party has successfully been added to the juvenile's case (petition)

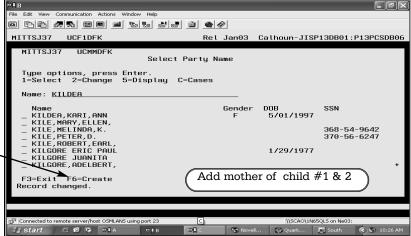


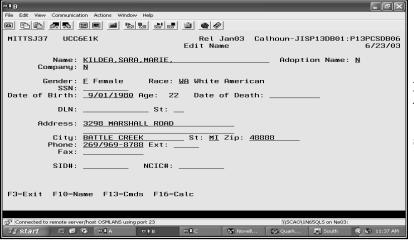
Step #1

Search for name by entering LASTNAME/FIRSTINITIAL and press **<ENTER>**

Step #2

Name is not on the name index then <F6> to create name. Edit Name screen will be returned.

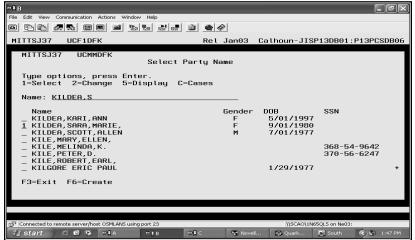




Step #3

Enter all known information for this person, then press <ENTER>. The Select Party screen will be returned

continued ----



Step #4

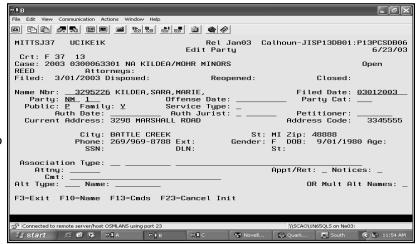
Select the name by placing a "1" next to the party's name and press **<ENTER>**. The **EDIT PARTY** screen will be returned

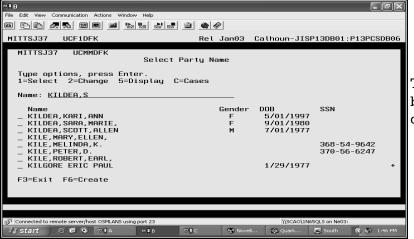
Step #5

Make any necessary modifications to the screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>** . The Select Party screen will be returned.

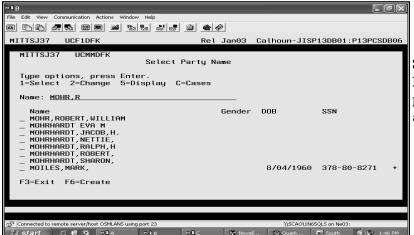




Step #6

This party has successfully been added to the juvenile's case (petition)

NAME EXISTS

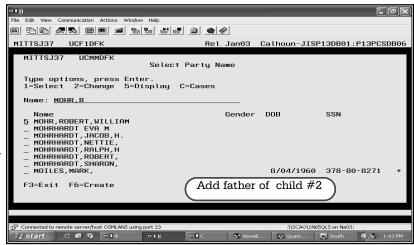


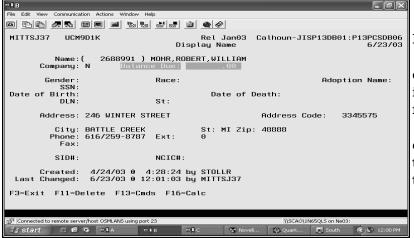
Step #1

Search for name by entering LASTNAME/FIRSTINITIAL and press **<ENTER>**. The name is already on the Name Index.

Step #2

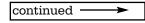
Verify the name and address information by entering a "5" and **ENTER>** to display the name and address information. You may also do a "C" for cases to view the cases associated with this name.

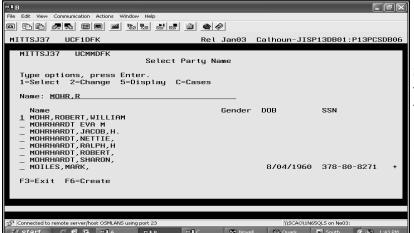




Step #3

If the information is correct, <F3> to exit. If you need to change any information relating to this individual <F3> from this screen, then "2" and <ENTER>, make necessary changes, press <ENTER>, then <F3>. You will return to the Select Party Name screen.





Step #4

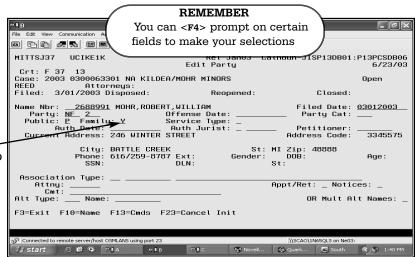
Select the party to be added to the case by placing a "1" next to the name and press <ENTER>. The EDIT PARTY screen will be returned.

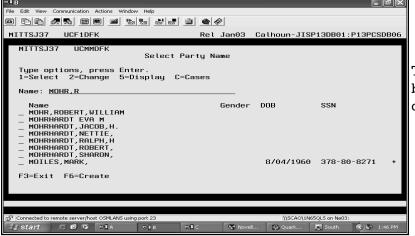
Step #5

Make any necessary modifications to the **Edit Party** screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>** . The Select Party screen will be returned.



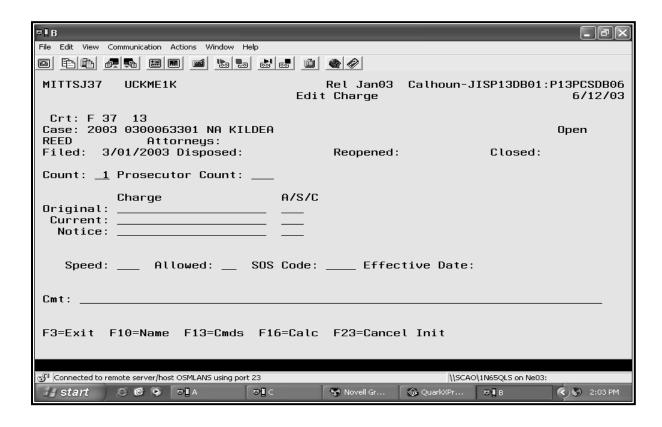


Step #6

This party has successfully been added to the minor's case (petition)

When you have entered all necessary parties for this case (petition), do an <F3> and the Edit Charge screen will be returned

Field Definitions for Edit Charge Screen



Case number associated with this count

Filed Date the case was filed
Disposed Date the charge was disposed
Reopened Date the case was reopened
Closed Date the case was closed

CountCharge number for this offense (system assigned)Prosecutor CountTaken from Prosecutor Interface (when available)

Original Original PACC code for this charge (do not make an entry here unless

you have made a mistake entering the charge).

Current The current charge for this case. Maybe be modified if the count

modified

Notice State charge code for offense notices (obtained from PACC Warrant File)

A/S/C A=Attempted; S=Solicited; C=Conspiracy
Speed Rate of speed listed on the ticket/charge

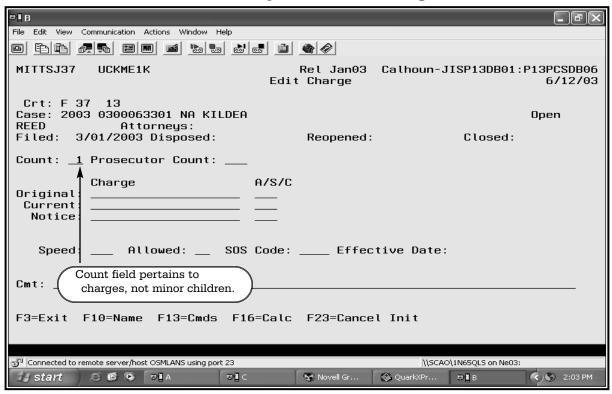
Allowed The speed allowed (e.g. posted speed limit is 35, therefore the ticket will

read 55/35 - 35 would be entered in the allowed field

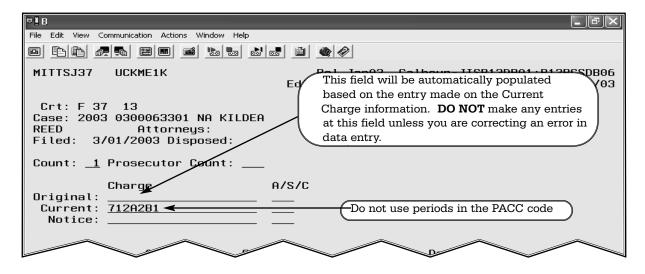
SOS Code The Secretary of State Offense Code used for abstracts (system assigned).

Effective Date The effective date of the SOS code (system assigned).
Cmt Any comments you want to make regarding this count.

Data Entry for Edit Charge



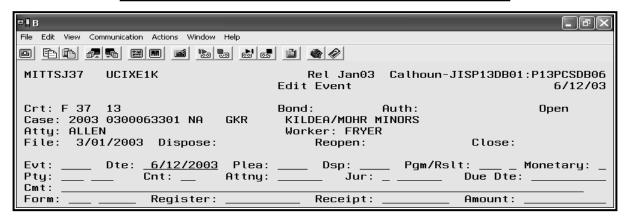
Enter the charge(s) as it pertains to this case (petition). Do not enter a charge for each minor.



Enter the charge on the case (petition), press **<ENTER>**. Continue entering the charges for the case (petition), when you have entered the last charge, press **<ENTER>**then **<F3>**. You will be returned to the **Edit Event** screen.

Register Receipt Amount

Field Definitions for Edit Event Screen



<F4>prompt is available for all fields unless indicated otherwise

Evt	Specific event code that is being entered into the system
Dte	Date of this event. System defaults to today's date. (Cannot <f4> on this field)</f4>
Plea	Used to indicate indicate the plea, if any, on each charge.
Dsp	Code to determine how the case (petition) was adjudicated. This information
	will be counted on caseload under "Method of Disposition".
Pgm/Rslt	Codes created to indicate results of a hearing regarding a case, or to indicate a
	specific program. Placing a "Y" next to this field will allow you to enter up to
	999 programs and/or results.
Monetary	"Y" will take you to the Edit Monetary Orders screen to create financial orders.
Pty	The party that this event relates to.
Cnt	Specific count that this event relates to. This field is often used for pleas or
	when disposing cases, as it allows you to be count specific when entering
	dispositions.
Attny	Attorney who was at the court hearing or who is filing a document.
Jur	Jurist who handled the hearing or who signed the order. This field will default
	to the jurist assigned to the case
Due Dte	Date that the next filing is due. Primarily used in Probate and Circuit Court.
Cmt	Field that allows the user to type any comments. These comments will display
	on the Register of Actions. <f14> will allow entry of up to 999 lines of text.</f14>
Form	Form type (e.g., CC, JC, PC, MC, etc.,) and form number that you are creating. This
	will automatically take you to form processing when you press <enter>.</enter>

Field Definitions for Edit Event Screen, continued

Legal Status: Curfew Time: Weekday: /Weekend: Placement: Type: Custody: <u>N</u> Begin: End: End: Facility: Spec Rate: Pty: No Charge: _
Schedule Next Action: Next: Date: Time: Jur: Ctrm: Cmt:
F3=Exit F10=Name F13=Cmds F14=More Comments F16=Calc F20=Bonds
Gonnected to remote server/host OSMLANS using port 23 Novell GroupWise - Mailbox SCAO\1N65QLS on Ne03:
start Ø ♥ 5 5 1 A 5 1 C S Novell ⊗ Quark 5 1 B South € S 2:52 PM

<F4>prompt is available for all fields unless indicated otherwise

Legal Status
Indicates the supervision level for the child. This field will be counted in caseload

under "Juveniles in the System" or "Children in the System".

Curfew Time Weekday: Time the juvenile must be home (normally Sunday night through Thursday

night are considered weekdays).

Weekend: Time the juvenile must be home (normally Friday night and Saturday

night are considered weekends). (Cannot <F4> on this field)

Placement Type: Description of the type of placement the child has been placed at.

(e.g., PHP = Place in Home of Parent; PFF = Placed in Foster Care,

FIA Supervision).

Custody: Flag to indicate if the child is in court ordered out-of-home placement.

"Y" indicates that the minor is in placement, "N" indicates the minor is

placed with a parent.

Begin: Date (actual date placed) the placement began.

End: Date (actual date removed) the placement ended.

Facility Number for that juvenile/minor's placement, if in out-of-home placement.

This number is often assigned by the state.

Spec Rate The rate, if different from the normal facility rate. (i.e., if the normal facility rate is

\$150.00 per day, but due to difficulty of care, the rate is \$160.00 per day, then enter

\$160.00 in this field).

Pty Party type of the placement if the juvenile/minor is not being placed in a facility

e.g. NM to indicate natural mother.

No Charge Flag that indicates if the court is not responsible for paying for this out-of-home

placement (i.e. FIA is paying for the placement).

Schedule Next Next: Hearing type being scheduled.

Action: Date: Date the hearing is scheduled for.

Time: Time the hearing is scheduled for, followed by A (a.m.) or P (p.m.).

Jur: Judge/referee/clerk scheduled to hold the hearing. This field

will default to the jurist assigned to the case, but you may override

this field with a different jurist.

Courtroom Courtroom location for this hearing. System will default to the

assigned jurist/referee courtroom, but you may override this field

with a different courtroom location.

Cmt Allows the user to type any comments regarding the next scheduled

action.

Field Definitions for Edit Event Screen, continued

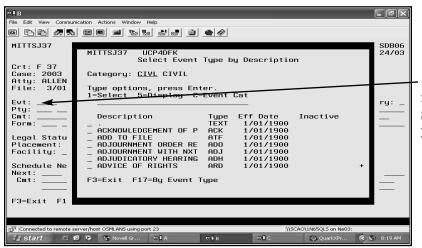
There are several fields on this screen that are automatically filled in based on data entry from other screens and/or that are pertinent to event data entry



Edit Event ~ **Header Field Definitions**

Bond	Code that indicates the type of bond that has been set and the last action
	taken on the bond. Entered at Work with Bonds and Bond Actions screen.
Auth	Date that the case/petition was authorized for filing. Entered at the Edit Party screen or Edit Event screen with a result of AUT .
Open	This field will change based on the status of the case (petition) as entered
_	on the Edit Event screen. If the case has not been adjudicated, it will display
	as Open. When the case has been adjudicated with a disposition, it will display
	as Adju. When the case is closed it will display as Clos.
Case	Case number that this event is being entered for.
Initials	Initials of the jurist assigned to this case. The jurist is entered on the
	Edit Criminal/Juvenile Case screen.
Name	Case entitlement. Entered on the Edit Party screen during Case Initiation or
	Edit Party when making a modification, or from the Edit Event screen.
Atty	Name of the attorney appointed or retained. Entered on the Edit Party screen
	during Case Initiation or Edit Party when making a modification, or from the Edit
	Event screen.
Worker	Name of the worker who has been assigned this case. Entered on the Edit
	Juvenile screen.
CVA, etc.	Used to assist users so they are aware when a case/charge is Crime Victim
	Assessable (CVA), Abstractable (ABS), requires Sex Offenders Registration (SOR),
	requires HIV Testing (HIV), requires DNA testing (DNA), and/or requires that
	fingerprints need to be sent for Criminal History Reporting (CHR)
File	The date the case/petition was filed with the court. Entered on Edit
D:	Criminal/Juvenile Case screen (filed date).
Dispose	Date the case/petition was adjudicated/disposed. This date is based on the
	event date entered with a disposing code used at the DSP field on the Edit
D	Event screen.
Reopen	Date the case/petition was reopened. This date is based on the event
	date with the reopening event type (reopen event category) entered on
Q1	the Edit Event screen.
Close	Date the case/petition was closed. This date is based on the event date
	with the closing event type (closing event category) entered on the
	Edit Event screen.

Data Entry for Edit Event

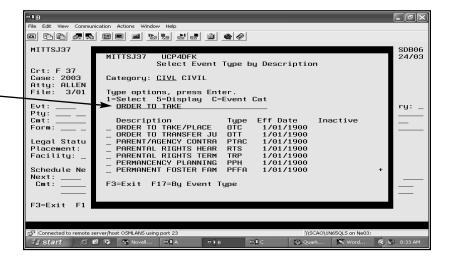


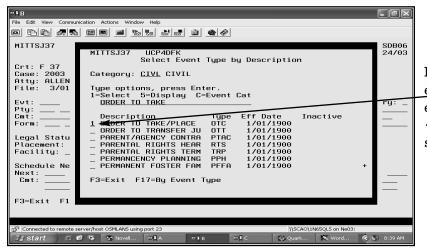
STEP #1

<F4> Prompt on the event field. This will display the Select Event Type by Description pop-up window

STEP #2

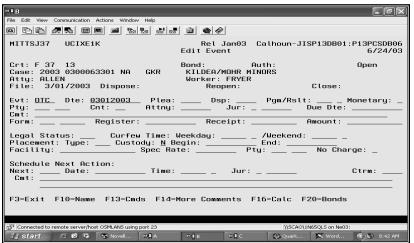
Type the description of the event you are searching for and press **ENTER**>.





STEP #3

Next, select the event by entering a "1" next to the event description and press <ENTER>. The Edit Event screen will be returned.

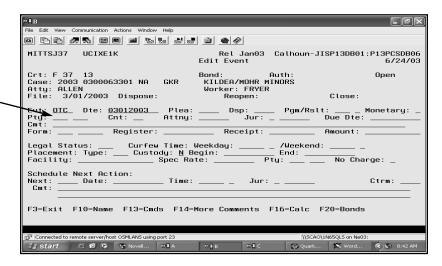


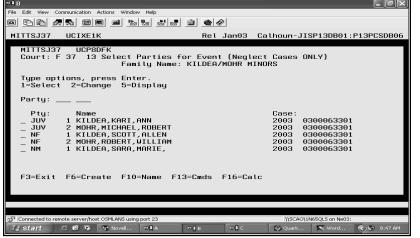
STEP #4

The event code is automatically filled in based on the selection from the **Select Event** screen. Enter the date of the event.

STEP #5

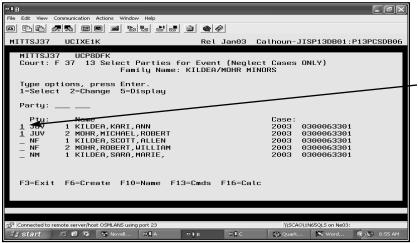
<**F4>** prompt at the PTY field.





STEP #6

The **Select Parties for Event** screen is displayed.

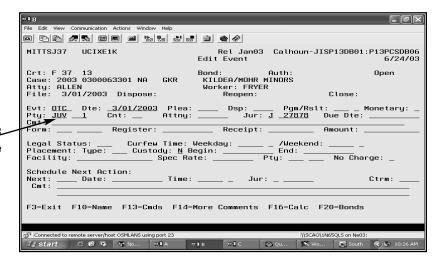


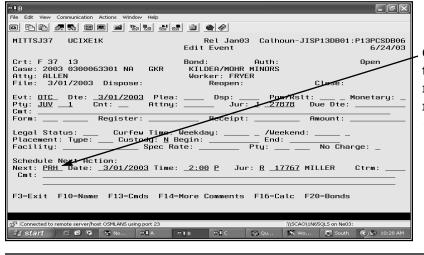
STEP #7

Select the parties that this event pertains to by entering a "1" next to their names and press **<ENTER>**.

STEP #8

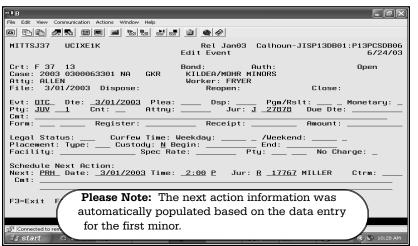
The **Edit Event** screen is returned indicating that this event will be entered for the first minor.





STEP #9

Continuing entering information, such as next action information, regarding the first minor, and then press <ENTER>.

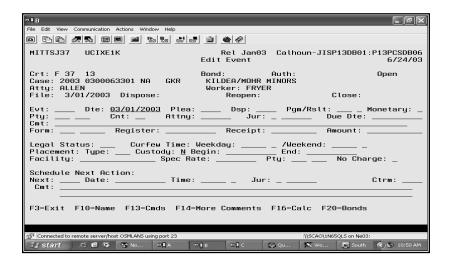


STEP #10

The **Edit Event** screen is again returned indicating that this event will be entered for the second minor. Continue entering event information regarding the second child. Make any necessary changes, and then press **<ENTER>**.

STEP #11

The **Edit Event** screen is again returned for additional event entry.

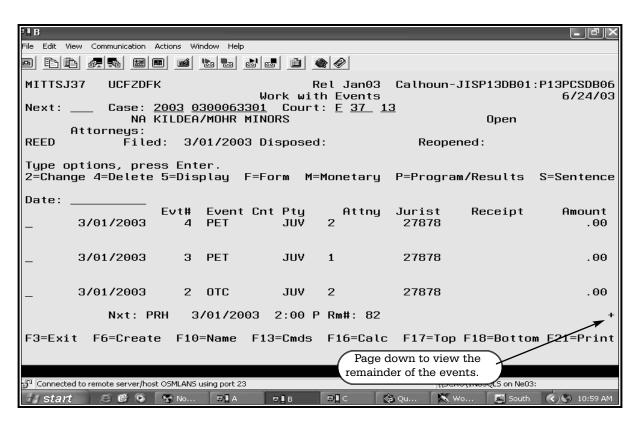


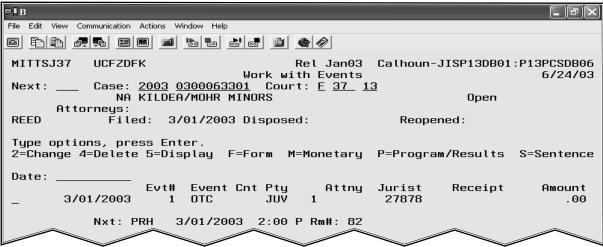
STEP #12

Continue entering events using the above process until all events have been entered.

Events

Once you have entered all of the events for this case, press **<ENTER>**, and then **<F3>**. The **Work with Events** screen will be returned.





You have successfully entered all of the case (petition) information for this neglect petition.